

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

The Registrar
Jawaharlal Nehru Technological University
[University Address]
[City, State, Zip Code]

Subject: Request for [Specify Purpose - e.g., Transcript, Revaluation, etc.]

Dear Sir/Madam,

I, [Your Full Name], a student of [Your Course/Program Name] bearing Roll Number [Your Roll Number], am writing to request [clearly state your request].

[Provide details about your request, including any relevant information such as semester, subjects involved, and reasons for your request.]

I would appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]